

OFFICE OF PERSONNEL

Position Management and Compensation Division

Survey of the

OFFICE OF FINANCE

August 1974

TABLE OF CONTENTS

1. General Summary
2. Statistical Summary
3. Narrative Comments and Organizational Listings

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

1

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

CONFIDENTIAL

GENERAL SUMMARY

The survey of the Office of Finance was conducted during March and April and covered such matters as grade allocations, manpower utilization, supervisory/worker ratios and organizational structure.

The survey findings and recommendations are based on the organizational structure, distribution of duties and assignment of personnel at the time of the survey. In some cases this may differ from the information reflected on the official Position Control Register.

Recommendations made on the basis of survey findings, when implemented, will result in a decrease of three in upper level positions, an overall decrease in average grade from 9.342 to 9.313 and an increase of one in position ceiling.

A number of changes in grades and titles of positions are proposed in the report. The most extensive change proposed pertains to Payroll Clerk positions in the Automated Payroll Operations Branch. The review of these positions revealed sufficient change in duties and responsibilities to justify the upgrading of ten of the positions. Recommendations regarding supergrade positions are not covered in the report. These positions are covered in the Agency supergrade study recently conducted.

A number of minor changes in organizational structure and alignment of duties are proposed. The most significant of these concerns the organization of elements in the Office of the Director. In general, the organizational structure and placement of duties and responsibilities appear to be sound in terms of span of control, delineation of responsibilities, supervisory controls, and supervisor/worker ratios. Details

CONFIDENTIAL

E. 2 IMPDET CL BY 010026

CONFIDENTIAL

covering changes proposed in these areas are covered in the body of the report.

In general, the survey did not reveal any significant problems or questionable areas relating to manpower utilization and position management.

CONFIDENTIAL

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

11

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

CONFIDENTIAL

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

STATISTICAL SUMMARY OF SURVEY RESULTS

25X9

<u>GRADE</u>		<u>NET CHANGE</u>
GS-18		--
17		--
16		--
15		-1
14		-2
13		+2
12		+2
11		--
10		--
09		-5
08		+2
07		+1
06		+8
05		-5
04		-1
Total Positions		+1
Total Points		+4
Average Grade	9.342 9.317	-.025

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

CONFIDENTIAL

003

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

III

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

25X1A

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

Next 3 Page(s) In Document Exempt

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

CONFIDENTIAL

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

Office of the Director

General Summary

The review of positions in the Office of the Director raises some questions regarding organizational structure, alignment of functions and placement of positions. As a result, the following changes are recommended:

1. Combine the functions of the Executive Officer and the Special Assistant into one position.

Some difficulty was encountered in defining the lines of distinction between the Special Assistant 0189 and Executive Officer 0668 functions. In comparable situations elsewhere in the Agency, Executive Officers are responsible for the combined functions represented by these two positions and also serve as third in the chain of command. It is recommended that the Director of Finance review these positions with a view toward combining their functions and responsibilities into a single position. There are activities in the Special Assistant position such as MBO control and special studies relating to office management which a functional unit such as the Planning Staff could be expected to perform.

2. Consolidate the Planning Staff and the Analysis Staff into one organization and retitle it as the Policy and Systems Staff.

There are direct relationships between the two staffs since both are concerned with development of programs and activities for Office-wide or Agency-wide application. Analysis Staff functions relate to computer systems development from

basic suggestions through all phases of design, implementation,
Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

CONFIDENTIAL

~~CONFIDENTIAL~~

testing, and improvement. Many of the areas of concern in the Planning Staff relate to the interpretation, development, and preparation of procedures and control systems which have a direct bearing on the design and use of automated systems. While not identical functions, they are closely related and would tend to operate more effectively as a coordinated unit.

3. Recommend deferment of a decision on position 0939 pending final decisions regarding placement of the position and assignment of the current incumbent.

Position 0939 was placed in the Planning Staff upon its return from the former SIPS automation task force. The nature of the position and the functions of the incumbent are still in process of being redefined. At the time of the survey there were some details remaining to be resolved regarding assignment of the incumbent to a position and function outside the Office of Finance, more in line with his grade level and the needs of the Office. Upon resolution of this matter, the position should again be reviewed and evaluated on the basis of duties assigned. At this time it does not appear that a GS-14 position concerned with systems analysis can be justified in the Planning Staff. The vast majority of the functional responsibilities relating to systems analysis are in, or will be transferred to the Analysis Branch. It is recommended the position be transferred to the Analysis Branch pending final evaluation.

~~CONFIDENTIAL~~

009

CONFIDENTIAL

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

Analysis Staff

Planning Staff

PMCD Recommendation: Retitle Policy and Systems Staff

As suggested in the summary above, consolidate these two Staffs into one Staff and change the title to Policy and Systems Staff. This change in title will reflect functions currently performed in both the Planning Staff and the Analysis Staff. A staffing plan submitted by OF for consideration during the survey indicated six professional level positions in the Analysis Branch (dropping the GS-15 Chief position). The PMCD suggested organization structure reflects five systems analyst positions. The sixth position is reflected in the Compensation and Tax Division with a recommendation that both the currently detailed incumbent and his position be transferred to that Division.

Position 0294 is moved from the Planning Staff to the Analysis Staff since the primary duties of the position are more closely related to system analysis than policy planning. Titles for the positions in Analysis Branch have been changed to Systems Analysts from Accountants as originally proposed. This will more accurately define the functions performed.

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

CONFIDENTIAL

25X9

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

CONFIDENTIAL

25X9

0919 [REDACTED] Systems Analyst, GS-12

0938 [REDACTED] Systems Analyst, GS-11

0920 [REDACTED] Secretary-Typing, GS-06

Support Staff

Current: Position 0293 (1), Administrative Officer, GS-14

PMCD Recommendation: (1), Administrative Officer 3, GS-14

Based on the definition of level of duties and responsibilities in position 0668, and as compared to similar positions in other Agency components, this position evaluates to GS-13. Giving proper consideration to the relative independence currently afforded the incumbent, the length of service and demonstrated strong capabilities of the incumbent, the position is continued as a GS-14, but identified as an incumbency allocation. Under current procedures, identification of a position as an incumbency allocation indicates consideration for immediate downgrading when vacated by the current incumbent. Review and redefinition of the functions of positions 0189 and 0668, as suggested earlier could result in reconsideration of the grade level for this position.

Current: Position 0453 (1), Administrative Assistant, GS-09

PMCD Recommendation: (1), Administrative Assistant, GS-08

The defined and observed functions of this position have been compared extensively with other Administrative Assistant positions in the Agency, particularly with those concerned with training programs. This position has been found to equate to others at GS-08 level.

Current: Position 0910 (1), Administrative Assistant, GS-07

The GS-07 allocation is confirmed but considered to be on the lower end of the GS-07 spectrum. It is recommended that additional responsibility

CONFIDENTIAL

CONFIDENTIAL

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

be added to the position by requiring the incumbent to assist the incumbents of positions 0453 and 0053 in the performance of their duties.

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

CONFIDENTIAL

013

25X1A

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

CONFIDENTIAL

Assistant Director for Liaison

The position of the Assistant Director for Liaison has been nominated for allocation as a GS-16. On that basis the Office of Finance has requested allocation of position 0862 at GS-15. Both positions are found to be strong in terms of level and nature of contacts in the Departments of State and Defense. As a rule, the Chief handles the State Department liaison while the Deputy handles the same level of activity in the Defense Department. The major distinguishing factor between the two positions is placement of overall managerial responsibility for liaison in the position of Assistant Director for Liaison. While the second position evaluates at a high level of responsibility and authority, a distinction of one grade between the two positions is valid. However, action is being deferred pending final resolution of the Supergrade Study.

One minor deficiency in staffing was noted for which remedial action is apparently planned. There is insufficient back up at present for the Accountant position (0679). Information was presented which indicated the incumbent of the GS-09 Voucher Examiner position is to be trained and used for backup to the accounting function. It is recommended the training and broadening of responsibility be accomplished at the earliest opportunity.

Current: Position 0862 (1), Accountant, GS-14

PMCD Recommendation: (1), Accountant 7, GS-14

As defined above reallocation of this position is being deferred pending possible allocation of the Chief's position to GS-16. Should the Supergrade Allocation become fact, the position should be reviewed

CONFIDENTIAL

CONFIDENTIAL

for possible allocation to GS-15.

Current: Position 0897 *1, Finance Assistant, GS-09

PMCD Recommendation: (1), Secretary-Steno, GS-07

This position was found to be functioning as a secretary rather than as a Finance Assistant and is allocated accordingly.

Current: Position 0718 (1), Voucher Examiner, GS-09

PMCD Recommendation: *1, Finance Assistant, GS-09

This position was found to be performing financial duties of a broader nature than voucher examination and is retitled to better fit the kinds of functions required. The grade of the position at GS-09 is appropriate in relation to the level of duties. An indicator of supervisory responsibility was removed from this position in a recent review since it was not found to be performing such functions.

Current: Position 0930 (1), Secretary-Steno, GS-07

PMCD Recommendation: (1), Secretary-Steno, GS-06

In accordance with the established secretarial grade pattern and in relation to the duties performed by the incumbent of position 0897, this position is properly equated to GS-06.

CONFIDENTIAL

016

25X1A

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

Next 1 Page(s) In Document Exempt

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

CONFIDENTIAL

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

Monetary Division

Only one significant position allocation question was surfaced in the Monetary Division. The position of the Chief of the Division has in the past been allocated at GS-16, with a GS-15 Deputy. In a recent reduction of supergrade position, the GS-16 was removed and the grade of position 45 was set at GS-15, with a GS-15 Deputy. Based on the inherent level of responsibility in position 0445 which does not extend to position 0238, there is need for a distinction in grade between the two positions. The Division Chief position has again been nominated for supergrade allocation, but action has not been taken to upgrade the position. Therefore, action on the Deputy position, 0238, is being deferred pending a final resolution of the Supergrade Study.

There are two position moves and one title change in other actions in this Division.

Office of the Chief

Current: Position 0241 (1), Secretary-Steno, GS-07

PMCD Recommendation: (1), Secretary-Typing, GS-07

Extensive use of dictaphones precludes the necessity for shorthand stenographic skills in this position.

Current: No Position

PMCD Recommendation: Position 0660 *1, Cash Acct Clk, GS-06

This position is used for Key Building disbursing agent functions, which is directly responsible to the Division Chief, Ceiling is derived through abolishment of position 0660 in the Custodial and Disbursing Branch and the title changed to more properly reflect the functions performed.

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

CONFIDENTIAL

~~CONFIDENTIAL~~

Custodial and Disbursing Branch

Current: Position 0660 *2, Accounting Clerk, GS-06

PMCD Recommendation: Abolish Position

One incumbent of this position works under the direct supervision of the Division Chief and the other in the Treasury Branch. The position is being abolished in the Custodial and Disbursing Branch in order to show new positions where the work is being performed.

Treasury Branch

Current: Position 0306 *1, Accounting Technician, GS-09

PMCD Recommendation: *1, Finance Assistant, GS-09

The grade level of this position has been reaffirmed. The title change is based on performance of a broader scope of functional support duties than would be found as an Accounting Technician.

Current: No Position

PMCD Recommendation: Position New *1, Finance Clerk, GS-06

One employee was found to be working full-time in the Treasury Branch in a variety of clerical support duties. Ceiling is derived from position 0660 which was abolished in the Custodial and Disbursing Branch. The title was changed from Accounting Clerk to Finance Clerk as being more representative of the general scope of the duties than implied by the accounting designation.

~~CONFIDENTIAL~~

25X1A

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

Next 2 Page(s) In Document Exempt

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

CONFIDENTIAL

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

Commercial Systems and Audit Division

The survey of the Division revealed that its working organizational structure differs considerably from the current Position Control Register. The Northeast and Southern Audit Branches are now combined into one branch and are under the supervision of the Deputy Division Chief. The position of Deputy Division Chief does not require full time services of one employee, therefore the incumbent is able to handle both positions without any apparent management difficulties.

It is recommended that the two branches be combined formally into one branch and the position of the Deputy Division Chief be transferred to the Branch to serve as Branch Chief.

Office of the Chief

Current: Position 0128 (1), Business Accountant-D Ch, GS-15

PMCD Recommendation: Delete Position

Transfer the position to the proposed new Eastern Audit Branch.

Southern Audit Branch (Delete Title)

These positions will be re-established in the Eastern Audit Branch.

Northeast Audit Branch (Delete Title)

The positions will be re-established in the Eastern Audit Branch.

PMCD Recommendation: Eastern Audit Branch

Position 0128 [REDACTED], Business Account-Ch, GS-15

0257 [REDACTED], Business Accountant, GS-14

0649 [REDACTED] Business Accountant, GS-13

0130 [REDACTED] Business Accountant, GS-12

0921 [REDACTED] Business Accountant, GS-11

Position 0580, Chief Northeast Audit Branch can no longer be supported under the new organizational alignment. The ceiling for the

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

CONFIDENTIAL

021

25X9

~~CONFIDENTIAL~~

position is allocated to position 0649.

Proprietary Systems Branch

25X9

Current: Position 0870 [REDACTED], Business Accountant, GS-14

0871 [REDACTED] Business Accountant, GS-13

25X9

PMCD Recommendation: 0870, Delete Position

0871 [REDACTED] Business Accountant, GS-13

Review of these positions disclosed very few distinctions between the GS-13 and GS-14 level positions within Proprietary Systems Branch. The GS-14 level position has been assigned certifying authority for the Branch vouchers and also functions as a backup for the Branch Chief in his absence. Aside from these minor distinctions, the GS-13 and GS-14 positions appeared identical and are more properly allocated at the GS-13 level.

CONFIDENTIAL

25X1A

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

Next 2 Page(s) In Document Exempt

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

~~CONFIDENTIAL~~

Certification and Liaison Division

Review of the Division indicates a need for restructuring the Contract Certification Branch in order to better reflect the division of responsibilities, work flow, and supervisory lines.

PMCD Recommendation:

Recommend that the [REDACTED] be broken out into two units as reflected in the body of the report and that the Info Control position be deleted from the Office of the Division Chief and a new Document Control Unit be established in the Contract Claims Branch.

Requests were submitted during the survey for upgrading three positions. The positions are: Chief, Central Travel Branch, Chief,

[REDACTED] All three of these positions were reviewed extensively in terms of assigned duties and responsibilities and supervisory controls, and in terms of their relation to other GS-11, GS-12, and GS-13 positions elsewhere in Of. Based on these considerations, the current grades of these positions are determined to be proper.

Certification Branch
Office of the Chief

Current: Position 0828 [REDACTED], Info Control Clerk, GS-06
0722 [REDACTED] Info Control Clerk, GS-05
0723 [REDACTED] Records Clerk, GS-04

PMCD Recommendation: Abolish Positions

Recommend that positions 0828 and 0722 be used to establish the new Document Control Unit shown below. Use the ceiling for 0723 to establish

~~CONFIDENTIAL~~

CONFIDENTIAL

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

a new Clerk Typist position in [REDACTED]

25X1A

25X1A

Establish the following new organizational structure for the Section.

PMCD Recommendation: Office of the Chief

25X9□

0709 [REDACTED] Finance Officer-Ch, GS-11

0826 [REDACTED] Clerk Typist, GS-05

25X1A

25X9

0912 [REDACTED], Voucher Exam-Sup, GS-09

New [REDACTED] Voucher Examiner, GS-07

25X1A

25X9

0824 [REDACTED] Voucher Exam-Sup, GS-09

0825 [REDACTED] Voucher Examiner, GS-07

25X1A

25X9

0828 [REDACTED] Info Cont Clk-Sup, GS-06

0722 [REDACTED] Info Cont Clerk, GS-05

25X1A

Current: No Position

PMCD Recommendation: New (1), Clerk Typist, GS-05

Transfer ceiling from position 0723 located in the Certification Branch and establish a Clerk Typist to provide general typing and clerical support for the Section. The scope and level of duties involved evaluate at grade GS-05.

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

CONFIDENTIAL

030

CONFIDENTIAL

Central Travel Branch

25X1A

Current: Position 0900 (1), Voucher Exam-Sup, GS-08

PMCD Recommendation: (1), Voucher Exam-Sup, GS-09

The nature and complexities of travel vouchers processed in the Section have increased substantially since the position was last evaluated. This increase has resulted from the addition of responsibility for processing domestic PCS and retiree travel vouchers. Based on the addition of these responsibilities, the position now evaluates at grade GS-09.

25X9

Current: Position 0729 [REDACTED] Voucher Examiner, GS-07

25X9

[REDACTED] Voucher Examiner, GS-06

PMCD Recommendation: Position 0729 [REDACTED] Voucher Examiner, GS-07

Review of the positions indicated that all incumbents were performing at the same level. The duties being performed evaluate at the GS-07 grade level.

25X1A

Current: Position 0829 (1), Voucher Exam-Sup, GS-08

PMCD Recommendation: (1), Voucher Exam-Sup, GS-09

The nature and complexities of transportation vouchers audited have increased since last reviewed because of the addition of responsibility for auditing [REDACTED] and retiree transportation vouchers. These changes have strengthened the position sufficiently to justify upgrading to GS-09.

25X1A

25X9

Current: Position 0830 [REDACTED] Voucher Examiner, GS-07

0831 [REDACTED] Voucher Examiner, GS-06

25X9

PMCD Recommendation: 0830 [REDACTED] Voucher Examiner, GS-07

0831 [REDACTED] Voucher Examiner, GS-06

CONFIDENTIAL

CONFIDENTIAL

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

The review indicated that two of the GS-06 positions were functioning at the same level as the GS-07. The remaining GS-06 position is being retained to provide progression for trainees.

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

CONFIDENTIAL

25X1A

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

Next 3 Page(s) In Document Exempt

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

Compensation and Tax Division

General Summary

A paper was submitted by OF prior to the survey which outlined extensive re-organization and changes in grades among the positions of C&TD. Requested actions covered positions in the Covert Tax Staff and the three Branches of the Division. The survey supports all the structural alignment as requested, but reflects some variance in grade allocations as opposed to those requested.

In the Office of the Chief, a Systems Analyst from the Analysis Staff has been, and apparently will continue working under the cognizance of the Chief, C&TD as the resident senior analyst responsible for developing, improving and maintaining automatic payroll systems. This position has indications of being permanent, or at least very long term, and is not responsible to the Chief, Accounts Division or the Analysis Staff. Therefore, it is being transferred to reflect the location and level at which it was working.

If implemented as requested, Covert Tax Staff would have a line organization at grades GS-14, GS-13, GS-12, GS-11 and GS-09 for professional positions. Review and evaluation results in a determination that the GS-12 level is proper for the second position. As Chief of CTS, the grade of position 0833 would normally evaluate at GS-13. Due to addition of responsibilities and highly specialized functions placed specifically in the job of the Chief, additional grade credit has been provided for the GS-14 allocation. Those special considerations do not extend sufficiently into the responsibilities of position 0834 to justify reallocation to GS-13.

CONFIDENTIAL

Upgrading was requested for the secretarial position in the Staff from GS-06 to GS-07 based on extension of duty assignments beyond the normal scope of a secretary. There are collateral duties in the position but they do not equate at a level sufficient to justify change of title or grade of the position.

Proposed actions in the Special Payroll Operations Branch called for transfer of one GS-09 and three GS-07 positions to the Automated Payroll Operations Branch, as a result of automating some Special payroll cases and transfer of accountability to the Automated Branch. The position movements are in line with changes in the volume and character of work load.

Proposed changes in the Automated Payroll Operations Branch are extensive and significant. A majority of the upgrading actions proposed have been approved, but not necessarily at the levels requested.

Part of the Office request was to upgrade Time, Leave, and Pay Clerk positions from GS-05 to GS-07. Extensive comparability research has been conducted in other federal organizations to determine a possible basis for such upgradings. With few exceptions Payroll Clerks or Payroll Technicians are rarely allocated above GS-05. Comparison of OF position functions with the functions of external positions containing unique requirements indicates justification for GS-06 allocation as Payroll Technician for a majority of the positions in APOB. Certain positions are retained at the GS-05 level based on the processing of less complex actions.

CONFIDENTIAL

CONFIDENTIAL

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

The proposed alignment of positions in the Systems Administration Branch called for a line organization. Survey determinations indicate a need to identify and separate distinct functional groups which are defined in the preceding position listing and the following designation of organization and position titles.

One additional position is recommended for SAB based on size of work load and to provide back up to the incumbents of positions 0934 (1 of 2) and 0856. Both incumbents of the latter positions are working at near peak levels as a matter of course and have no dependable back up in the Branch.

Office of the Chief

Current: No Position

PMCD Recommendation: New (1), Systems Analyst, GS-13

This position is under the supervision of the Chief, C&TD, rather than Chief, Analysis Branch. Apparent intent is to continue this status for the foreseeable future. In addition to the specific systems development and testing responsibility, incumbent of this position provides for nominal supervision and technical guidance of two incumbents of the Division, further substantiating the need to identify the location of the position in C&TD.

Current: Position 0835 *1, Tax Accountant, GS-11

PMCD Recommendation: *2, Tax Accountant, GS-11

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

CONFIDENTIAL

CONFIDENTIAL

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

Volume and complexity of work in the Staff is sufficient to support two positions at the journeyman GS-11 level. The increased incumbency is derived from the following GS-09 position.

Current: Position 0737 *2, Tax Accountant, GS-09

PMCD Recommendation: *1, Tax Accountant, GS-09

To provide needed ceiling in the preceding position action.

Special Payroll Operations Branch

Current: Position 0926 (2), Finance Assistant, GS-09

PMCD Recommendation: (1), Payroll Technician, GS-09

This position is concerned with processing the most difficult cover offset pay cases covering long periods of time for which no pay action was processed. Based on these duties the position should be titled Payroll Technician. The reduction of one ceiling to establish an additional position in the Automated Payroll Operations Branch.

Special Payroll Operations Branch

25X9

Current: Position 0842 * [REDACTED] Finance Assistant, GS-09

PMCD Recommendation: [REDACTED], Payroll Supervisor, GS-09

The title is changed to better reflect the kinds of work performed. The positions are shown as limited incumbencies in conformity with standard practices on supervisory positions.

25X9

Current: Position 0841 [REDACTED] Finance Assistant, GS-07

PMCD Recommendation: [REDACTED] Payroll Technician, GS-07

The reduction of three positions is due to a transfer of functions and positions to the Automated Payroll Operations Branch. The title is changed to correctly reflect the duties of the positions.

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

CONFIDENTIAL

040

CONFIDENTIAL

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

Current: Position 0839 (1), Secretary-Steno, GS-05

PMCD Recommendation: (1), Secretary-Typing, GS-05

Survey indicated that stenographic skills are not required for performance of duties in this position.

Automated Payroll Operations Branch

Current: Position 0846 (1), Time Leave Pay Sup, GS-11

PMCD Recommendation: (1), Finance Officer-Ch, GS-12

The complexities of this position have changed considerably since last reviewed due to additional categories of pay data, the impact of automation, and the kinds of qualifications required to fill the position. It is considered on a par with the Chief, SPOB, Chief, SAB, and Chief, CTB at GS-12.

Current: Position 0879 (1), Time Leave Pay Sup, GS-09

PMCD Recommendation: (1), Finance Officer-Ch, GS-11

The basis for upgrading the Branch Chief position, carries over to this position. Incumbent of the position must understand the full impact of automation on the payroll system, be capable of training Branch personnel in payroll operations, and ADP input, review and correction functions; maintain continuity and integrity of the ongoing automated systems; and deal effectively with systems and programmer personnel to resolve systems problems. In addition serves as a full working supervisor of the Branch.

Current: Position 0850 (2), Time Leave Pay Sup, GS-09

PMCD Recommendation: (1), Payroll Technician, GS-09

This position is concerned with monitoring, controlling, editing, and processing of correspondence pertaining to payroll matters. A

request was submitted to upgrade the position to GS-11 as a second

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

CONFIDENTIAL

041

CONFIDENTIAL

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

Deputy Chief, but the functions do not evaluate at that level, and supervisory duties are nominal. The responsibilities of this position are on a par with those of the payroll section supervisors and allocated accordingly. The planned incumbency is reduced to one for use in the following action.

25X9

Current: Position 0847 [REDACTED], Time Leave Pay Sup, GS-09

PMCD Recommendation: [REDACTED], Payroll Supervisor, GS-09

The Automated Payroll Operations Branch is sub-divided into these team units, each with assigned blocks of pay accounts and a number of Payroll Technicians and Clerks. Each unit is headed up by a GS-09 Payroll Supervisor. The increase in planned incumbency is to provide a supervisory position for each unit. The title Payroll Supervisor better describes the position.

25X9

Current: Position 0845 [REDACTED], Finance Assistant, GS-07

PMCD Recommendation: [REDACTED], Payroll Technician, GS-07

These positions represent the three senior technicians in the payroll units. Each works with a unit supervisor, assisting in daily supervision of the unit as working leader and serving as technical reviewer of transactions completed by more junior technicians and clerks. Although the incumbents are involved in supervision the grade allocations are based on senior technician duties. The positions are required as adjuncts to the unit Chief positions based on work load and to provide backup during absence of the Unit Chief.

Current: Position 0915 (1), Time Leave Pay Sup, GS-06

0852 (1), Time Leave Pay Sup, GS-06

PMCD Recommendation: Abolish Positions

These positions are being abolished and the ceiling used elsewhere in the Branch.

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

CONFIDENTIAL

CONFIDENTIAL

25X9

Current: Position 0849 [REDACTED] Time Leave Pay Clk, GS-05

PMCD Recommendation: [REDACTED] Payroll Technician, GS-06

The functions and responsibilities of payroll clerks in the Automated Payroll Operations Branch have changed considerably since last reviewed. The number and kinds of actions which may be taken in relation to pay have increased substantially. In addition, it has become necessary for each Payroll Technician to take on the responsibility for performing all coding of input, reviewing trial output, correcting errors and generally monitoring the integrity of the computer records for each block of accounts in his assignment. The latter function has all the aspects of computer coding assistants elsewhere in the Agency. Ceiling is derived from the transfer of four positions from Special Payroll Operations Branch.

25X9

Current: Position 0853 [REDACTED] Time Leave Pay Clk, GS-05

PMCD Recommendation: [REDACTED] Payroll Clerk, GS-05

The grade level and planned incumbency of this position have been verified in the survey. These positions serve as training level positions, dealing with functions that are inherently less complex than the journeyman level positions. The title has been changed to better reflect the kinds of work performed.

25X9

Current: Position 0880 [REDACTED] Secretary-Steno, GS-05

PMCD Recommendation: [REDACTED] Secretary-Typing, GS-05

The survey disclosed sufficient work volume within the Branch to adequately justify increasing the position's planned incumbency to two. The title has been changed to reflect the absence of stenographic work in the position.

CONFIDENTIAL

CONFIDENTIAL

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

Systems Administration Branch

Systems Administration Branch was in a state of transition during the survey. There are some problems regarding the placement of duties, compounded by physical separation of elements of the Branch.

Although not requested, survey findings indicate a need for one additional position. The incumbents of position 0934 and 0856 are working at or very near peak levels at all times and neither has proper back up except the small amount of support they can sometimes provide each other. Also, both positions operate against inflexible deadlines. In the Policy and Systems Staff there is one unused position ceiling that could be utilized in the Systems Administration Branch to provide the ceiling required.

A conflict was found to exist between the claimed duties of position 0879, Deputy Chief, Automated Payroll Operations Branch and the position of Chief, [REDACTED] (New). Information presented indicated that both positions were responsible for activities in connection with the maintenance and modification of Automated Payroll systems, training of personnel and monitoring of operation. Position reviews indicated that position 0879 was actually performing these duties and that the incumbent of the position of Chief, [REDACTED] (New) was involved in supportive activities at a lower level. Positions were evaluated in accordance with these findings.

Recommend that the Branch be reorganized as indicated below.

Current: Position 0854	[REDACTED]	Finance Officer-Ch, GS-12
0933	[REDACTED]	Finance Officer-D Ch, GS-11
0749	[REDACTED]	Benefit Payment Sup, GS-11

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

CONFIDENTIAL

044

25X9

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

Next 2 Page(s) In Document Exempt

Approved For Release 2001/07/31 : CIA-RDP80-01341A000100080015-6

CONFIDENTIAL

Accounts Division

A major item of consideration in this Division was the proposal by the Office of Finance to locate the Analysis Staff in the Division. An earlier evaluation of the proposal in this report suggested that the Analysis Staff would be more appropriately placed in the proposed Policy and Systems Staff. Based on that proposal the Analysis Staff is not reflected in the Accounts Division. The Reports and Analysis Branch and the Field Operations Branch have undergone extensive changes and have been retitled the Accounts Branch and the Data Base Management Branch.

There are a number of changes in titles and grades of positions. These are covered under the organizational elements of the report.

Office of the Chief

Current: Position 0315 (1), Accountant, GS-13

PMCD Recommendation: Abolish Position

This position is no longer needed in the Office of the Chief.

Reports and Analysis Branch

Current: Position 0501 [REDACTED], Accountant-Ch, GS-14

25X9

0674 [REDACTED] Accountant, GS-11

0781 [REDACTED] Accountant, GS-09

0670 [REDACTED] Accountant, GS-09

0761 [REDACTED] Accounting Tech, GS-07

0763 [REDACTED] Accountant, GS-07

Field Operations Branch

0065 [REDACTED] Accountant-Ch, GS-12

0487 [REDACTED] Accountant, GS-11

0685 [REDACTED] Accountant, GS-11

25X9

CONFIDENTIAL

048

CONFIDENTIAL

25X9

0686 [REDACTED], Accounting Tech, GS-09

0867 [REDACTED], Accounting Clerk, GS-05

PMCD Recommendation: Accounts Branch

25X9

0501 [REDACTED], Accountant-Ch, GS-14

0065 [REDACTED], Accountant, GS-12

0487 [REDACTED], Accountant, GS-11

0686 [REDACTED], Accounting Tech, GS-09

0867 [REDACTED], Secretary-Typing, GS-06

Data Base Management Branch

25X9

0315 [REDACTED], Systems Analyst-Ch, GS-13

New [REDACTED], Systems Analyst, GS-12

0674 [REDACTED], Coding Asst-Sup, GS-09

0761 [REDACTED], Coding Assistant, GS-07

New [REDACTED], Coding Clerk, GS-06

The grades and titles of positions proposed for the Accounts Branch are basically the same as those previously approved for the same activities.

The grades and titles of positions approved for positions in the Data Base Management Branch are in accordance with grades approved for similar positions elsewhere in the Agency.

CONFIDENTIAL